# SECRETARY OFFICE RECORDS

# COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

2018 AUG -7 PM 1: 22 7 17 711 - 7 177

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a posttravel filing you have already submitted.

## SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Monica H Popp	
Name of Traveler: Office of the	Senate Majority Whip
Employing Office/Committee:	——————————————————————————————————————
Travel Expenses Paid by (List all sources):	
Travel Date(s):	ing Form RE-1, Pre-Travel Auth
Description/Title of Attached Forms:	<del>-</del>
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Purpose of Amendment (describe the reason for	Requested by The Select r amending original submission): Committee on Ethics
	·
8 7 2018	Mett. Pop
(Date)	(Signature of Traveler)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Date/Time Stamp:

ETHIC MAR 5'18pm 5:23

Name of Traveler:	Monica Henriques Popp
Employing Office/Committee:	Office of the Senate Majority Whip
Private Sponsor(s) (list all): Hoover Ir	nstitution, Stanford University
Travel date(s): April 3-5, 2018	
	trip for any reason you <u>must</u> notify the Committee.
Destination(s): Palo Alto, California	
Explain how this trip is specifically con	nected to the traveler's official or representational duties:
that allows Capitol Hill staff to engage As the Chief of Staff to the Republi	ipate in the 2018 Stuart Family Fellowship (a bipartisan senior staff program age with Hoover institute scholars on a wide variety of public policy topics). can Whip, this program would allow me to further my understanding of key icies and foster bipartisan relationships with my colleagues.
Name of accompanying family member Relationship to Employee:   Spouse	
I certify that the information contained	in this form is true, complete and correct to the best of my knowledge:
March 3, 2018 (Date)	M. Popp
(Date)	(Signature of Employee)
Secretary for the Majority, Secretary for the	
I, Office of the Senate Majority  (Print Senator's/Officer's Name	nereby authorize 1 10 110 110 1
(Frint Senator Stofficer's Name	e) (Print Traveler's Name)
related expenses for travel to the event of	on, to accept payment or reimbursement for necessary transportation, lodging, and described above. I have determined that this travel is in connection with his or her cholder, and will not create the appearance that he or she is using public office for
I have also determined that the attendan	ce of the employee's spouse or child is appropriate to assist in the representation
of the Senate. (signify "yes" by checking b	
3.5.2018	(Signature of Supervising Sepator/Officer)
(Date)	
(Revised 10/19/15)	Form RE-1

**Subject:** Post-Travel Submission—Hoover Institution 2018

Date: Tuesday, August 7, 2018 at 12:31:32 PM Eastern Daylight Time

From: Lenz, Joseph (Ethics)

To: Popp, Monica (Cornyn)

Attachments: MAJ WHIP-Popp - Final RE-1 - Hoover Inst 2018.pdf

Dear Ms. Popp,

The Select Committee on Ethics (the Committee) has received a copy of your post-travel submission from the Office of Public Records (OPR). After reviewing your submission, we have identified the following issue(s) that must be corrected in order to complete the post-travel process and close your file. Please find detailed instructions below on how to correct these issues. Submit the appropriate materials directly to OPR in SH-232.

## Form RE-1 (Employee Pre-Travel Authorization)

You did not submit the required copy of the final Form RE-1. To assist you for this trip, I have attached a copy of your final Form RE-1, which was approved by the Committee as part of your pre-travel packet. Please print the Form RE-1, and submit it to OPR with the Cover Sheet for Amendment of Post-Travel Submission (link provided below). In the future, please ensure that you keep a copy of your final submitted pre-travel packet.

### General Instructions

- 1. Submit ONLY the document(s) you are amending. Do not re-submit your entire post-travel submission.
- 2. Complete, print, and sign the Cover Sheet for Amendment of Post-Travel Submission (link provided below)—this Cover Sheet must be filed with your amendment with OPR.
- 3. Take your corrected documents and Cover Sheet for Amendment of Post-Travel Submission directly to OPR in SH-232.

For your reference, I have included the link for the Employee Privately-Sponsored Travel Checklist below to assist you with any future post-travel submissions.

Please keep in mind that every post-travel submission to OPR becomes part of the public record, and that even amending only adds to the public record. Therefore, you should ensure that you thoroughly review all materials prior to submission.

The Committee appreciates your cooperation in this process. Should you have any questions, or need

any assistance in completing the post-travel process, please feel free to contact me via this email or at 202-224-2981. Additionally, if there were any changes to your trip, please contact the Committee immediately.

Cover Sheet for Amendment of Post-Travel Submission Employee Privately-Sponsored Travel Checklist

Joseph Lenz
Staff Assistant
Senate Select Committee on Ethics
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Washington, DC 20510
(202)224-2981